



Governor Terry E. Branstad
Lt. Governor Kim Reynolds
San Wong, Director

Date: October 28, 2014
To: FaDSS Coordinators and Team Leaders
From: FaDSS Program Managers
Re: FaDSS Eligibility

This memo is to provide clarification on eligibility for the FaDSS program. In general, families are eligible for FaDSS if they are eligible for Family Investment Program (FIP) benefits, required to participate in PROMISE JOBS and meet one or more of the criteria for being at-risk identified by the FaDSS Council in the Iowa Administrative Code 427—15.4. Eligibility for FaDSS means that DHS has notified the family that they are eligible for FIP by way of a Notice of Decision. The family **does not** have to receive FIP cash assistance prior to being enrolled in FaDSS.

There are times when FaDSS receives referrals when eligibility is undetermined and other times eligibility for FaDSS for enrolled families is difficult. Those situations along with determining FaDSS eligibility are outlined in this memo.

Determining or Verifying FaDSS Eligibility

Grantees must follow all guidelines outlined in this memo and must also verify the eligibility. Methods to verify are listed below.

- Family shows you proof through notice of decision, bank information or other means.
- Family Development Specialist verifies through monthly FIP List.
- PROMISE JOBS worker verifies.
- Income Maintenance Worker verifies.
- DCAA staff verify through DHS system.

Program **does not have to photocopy** the proof, it just needs to be noted in the file. It could be noted on the referral form, case notes, or another method that the grantee develops.

***FIA before FIP:**

Applicants for FIP who are required to participate in PROMISE JOBS need to complete a FIA prior to final determination of FIP eligibility. Often times when the family and the PROMISE JOBS worker are writing the FIA a referral to FaDSS is made. In these situations FaDSS should accept the referral and go through the normal procedures for recruiting. FaDSS may enroll families when final determination of the family's eligibility for FIP is determined. If the family is determined eligible for FIP, FaDSS would enroll the family as any other referral who is eligible for FIP and required to participate in PROMISE JOBS. If the family is determined to be ineligible for FIP, FaDSS cannot enroll the family. If the length of time for determining eligibility goes beyond the 30 days you can continue to have the family in the recruitment phase and just note this in the file. The grantee does not have to begin the referral over. Family Development Workers must make sure that standard requirements regarding non enrolled families are met if the family ultimately does not enroll in the FaDSS program.

***FaDSS eligibility during reinstatement from a subsequent LBP:**

A subsequent LBP creates ineligibility for the entire family for a minimum of six-months, and continues after the six months until the person who chose the limited benefit plan:

- Reconsiders by signing a family investment agreement, and

- Completes 20 hours of work or other approvable PROMISE JOBS activity within 30 days after signing the family investment agreement.

The PROMISE JOBS Manual states that FaDSS can be used as an approved activity to assist a family in meeting the required hours either whole or in part. When a family is referred to FaDSS and has an FIA to address the required hours for reinstatement from a subsequent LBP, FaDSS should accept the referral. FaDSS should be listed as an activity on the FIA. FaDSS should recruit the family according to the referral process. The family may be enrolled in FaDSS prior to reinstatement of FIP. If the family completes the required hours and is informed that they are eligible for FIP, the family will be served as any referral that is eligible for FIP and required to participate in PROMISE JOBS. If the family does not complete the required hours and determined ineligible for FIP, FaDSS can continue to serve the family. However, upon the first of the month following enrollment in FaDSS the three month transition period begins. During this time the specialist and the family should develop an aftercare plan as discussed in FaDSS Standard 8. See below for specific information from Standard 8. Emphasis should be placed on linking families to needed resources.

SSI and Caretaker Referrals:

Definition:

- SSI/SSDI - Families where no adult family members are receiving cash benefits from the Family Investment Program (FIP) and are not mandatory participants in the PROMISE JOBS program. This includes families where the parent(s) are receiving SSI/SSDI benefits and only the children are receiving FIP.
- Caretaker - This includes cases, where an adult, such as a grandparent, is taking care of children who are receiving FIP.

Policy: SSI/SSDI and Caretaker families (as described above) are not to be recruited and enrolled in the FaDSS program.

Cases that begin receiving SSI/SSDI while on FIP and in FaDSS:

Policy: In the instance where a family in FaDSS begins to receive SSI/SSDI, the FaDSS Specialist would need to begin the three month transition period with the family the same as they currently do for families that cease receiving FIP because of increased wages. For instance, a family begins receiving SSI on September 25 but still receives a FIP check in October and ceases to receive FIP beginning November 1, the three month transition would begin November 1 and the family would need to be exited no later than January 31.

Families receiving FIP as a result of a Hardship:

Families may be eligible for a hardship exemption when circumstances prevent them from being self-supporting. The purpose of the exemption is to allow families that have not been able to achieve self-sufficiency during their 60-month FIP period another opportunity to address the hardship barriers that have prevented them from becoming self-sufficient. DHS Income Maintenance makes this determination.

FaDSS families who are receiving FIP as a result of a hardship exemption and leave FIP for any reason shall be able to receive FaDSS services for a period of not more than three months after their FIP has ended. Reasons can include having an LBP, becoming employed, voluntarily left FIP, etc.

Aftercare

- *Families not able to complete the program as designed will have been linked with appropriate services as needed.*
- *If needed specialist has explored suitable resources, contacted service providers and has done follow up regarding the after care plan when possible with proper releases.*
- *When exit date is known, an aftercare plan will be noted in the case note. Case notes discuss goals that need to be completed, services that are needed or desired are identified and steps for both the specialist and family member are specified to obtain them.*

Exit Requirements

- *Families are exited from the program no later than the end of the third month of transition.*

***Recording the families FIP income at entry-** For families who enroll prior to receiving their first FIP check (FIA before FIP and Reinstatement from a subsequent LBP) the program should enter the amount of FIP the family

receives once eligible for FIP. If the family is determined not to be eligible for FIP the amount entered would be \$0. This situation would only be for subsequent LBP. This information will be included in the FaDSS Web-based Profile Handbook.